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| 1. | Records Disposition Schedules.** | <u>.</u> | s of Agency |
|----|--|----------|-------------|
| | a. Schedules completely activated 28 | 86 | n |
| • | b. Schedules made but not completely activated | 3 | 2 |
| | c. Schedules to be made10 | 09 | 27 |

- 2. Review of Records Center heldings. Disposition schedules are subject to an annual review; retention periods are often lewered and applied to material previously retired to the Center.
- 3. Safe Values, Space and Ol Funds. The most important savings the disposition schedules produce are in expensive filing equipment. Considering all types of filing equipment, including apreportionate number of nom-safe units, the savings in filing equipment for housing the records in the Center on 1 January 1957 is \$1,049,691. Additional savings are in office space and inol funds. The head-quarters office space that would be required to house the records in the Center amounts to over 32,000 square feet. A substantial volume of man hours in office clerical time is likewise saved by eliminating the needless searching through these 32,000 cubic feet of records.
- 4. Microfilming. The cost to microfilm one 4 drawer file cabinet of records is estimated at \$240 as compared to \$36 to store the same amount of material in the Records Center for ten years.
- 5. Selection of records for storage. Material placed in the Center is covered by disposition schedules. Many records are destroyed in the office and never seach the Center. A review of a few schedules indicates that over 1,200 cmbic feet of records were destroyed in effices last year and never reached the Center.

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Large offices have many schedules; small offices one or few.

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